

## **CHIEF OF OPERATIONS**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses a highly responsible administrative and supervisory position, the primary duty of which is to manage the Operations Divisions. The Chief of Operations sets management policies, goals, and objectives for the assigned divisions. The incumbent of this class reviews and prepares the departmental budgets, prepares reports, updates department policy and procedures, and handles public relations duties. The employee of this class supervises officers and oversees personnel disciplinary and improvement issues. The Chief of Operations performs regularly assigned duties with a high degree of independence, having work reviewed by the Director of Public Safety.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Performs the duties of the Fire Chief in the absence of the Chief. Supervises chief officers and provides assistance in technical areas of work. Manages and observes all department operations. Supervises positions comprising fire suppression, fire prevention, fire department training, and fire service support classifications. Participates in a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions, both temporary and permanent, in accordance with civil service law. Conducts training in safety, drills, and evolutions.

Plans, organizes, and conducts inspections of department operations, evaluates effectiveness of these operations, and takes appropriate action to correct or improve problem areas. Writes employee evaluation reports. Resolves employee complaints and maintains discipline by counseling or recommending disciplinary action. Investigates complaints against department personnel and decides what type of action should be taken. Investigates accidents involving department equipment and personnel, determines cause, and makes recommendations on procedure to avoid future accidents.

Compiles data and information needed to prepare the departmental operating budget. Reviews and submits budget and makes changes as needed. Assists in the preparation of the entire departmental operating budget and personally handles budget preparations for one assigned function or division of the department. Manages the accounting for the money and assets of the entire department or of

an assigned function or division of the department. Prepares expenditures estimates. Reviews and approves payroll leave and overtime.

Studies new laws, regulations, ordinances, and court rulings relating to fire department operations to determine if changes in department policy and procedures are needed and updates when necessary. Researches and reviews legislation and seeks expert opinion on the intent and effect of legislation, and formulates statements to be used by the fire department and/or city administration. Testifies on proposed legislation before legislative committees. Participates in the research and planning for programs and activities. Attends meetings and conferences on behalf of the department. Reads correspondence addressed to the fire department.

Directs operations at the emergency scene including rescue; forcible entry; ventilation; nozzle and hose handling; protection of exposures; fire extinguishment; pump operations; use of sprinkler and standpipe systems; water supplies; salvage and overhaul; safety; first aid; CPR; and emergency medical services. Handles emergencies involving hazardous materials. Maintains communications between fire fighting personnel, law enforcement, and other authorized personnel. Calls for assistance when needed and operates communications equipment to relay necessary information. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Acts as coordinator between fire fighting personnel and law enforcement personnel at the scene of an emergency.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

Must possess a valid driver's license.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must be a regular and permanent employee in the class of District Fire Chief with at least three (3) years in that class immediately preceding the closing date for application to the board.